

Iowa County, Iowa
Policy Manual

Title: Personal Cell Phone Usage	Reference #: HR026
Section: Human Resources	Date Effective/Revised: 7/1/2016
Department (s): All	Approved By: Board of Supervisors

Employees with personal cellular phones should not receive incoming calls or texts as phones should be turned off during employees' work shifts. Emergency calls will be routed through the main office. Employees may retrieve messages or place personal cellular calls during the employee's lunch period, between shifts or with the immediate supervisor's permission. Minimal appropriate personal use may be acceptable as determined by the department head.